

**IOWA DEPARTMENT OF NATURAL RESOURCES  
Resource Enhancement and Protection**

**REAP  
GRANT APPLICATION FOR**

**\*Private/Public Open Space Acquisition**

**\*County Conservation**

**\*City Parks and Open Spaces**

**APPLICATION DUE DATE IS AUGUST 15**

**All 3 programs have one grant funding cycle a year and have the same application due date. An original application and five (5) complete copies must be received at the following address by 4:30 PM on the day of the deadline. A DELIVERY SERVICE POSTMARK ON THE DEADLINE DATE IS NOT ADEQUATE.**

**REAP Coordinator  
Iowa Department of Natural Resources  
Wallace State Office Building  
900 East Grand Avenue  
Des Moines, IA 50319-0034**

**IMPORTANT GENERAL INSTRUCTIONS  
(Note underlined changes effective beginning with 2004)**

**1. BE THOROUGH, BUT AS CONCISE AS POSSIBLE** - Projects are scored and ranked based on the information presented in applications. Site visits are not part of this evaluation. It is important to thoroughly describe the project, keeping the scoring criteria listed on pages 6-7 in mind. Repeated and irrelevant information is counterproductive.

**2. INCLUDE HIGH QUALITY MAPS AND PHOTOGRAPHS, IF POSSIBLE** - "A picture is worth 1,000 words." This holds true for REAP grant applications, particularly since oral and visual presentations by applicants during the scoring session are not possible. Include a good set of maps and photos with the original and each copy of your application to allow all scoring committee members to thoroughly review them.

**3. MAKE REFERENCES TO PERTINENT LOCAL AND STATE PLANS, BUT DO NOT INCLUDE THE PLAN WITHIN APPLICATIONS** - It is important to describe the relationship of the grant project to state and local plans. Inclusion of the entire plan is not necessary to verify relationships. Use selected excerpts and references for that purpose.

**4. FOLLOW THE OUTLINED FORMAT EXACTLY** - An outline is provided for the project narrative portion of the application. This allows for as much or as little space as necessary without using attachments or a lot of blank space in the application. Use the exact headings and reference numbers in the order presented in the outline. The entire application format may be set up on a word processor, so long as the same headings and their order are maintained.

**5. INCLUDE ALL REQUIRED SIGNATURES** - This application requires 3 separate signatures: (1) applicant; (2) authorizing council or board for city and county applications; and (3) chairperson of the County Resource Enhancement Committee. It is the applicant's ultimate responsibility to obtain the signatures and submit the application to the DNR by the deadline.

**(continued on back)**

**6. APPLICATIONS MUST BE IN 8 1/2" BY 11" FORMAT** - Text of the application must be on 8 1/2" by 11" paper. Oversized pages for maps and other graphics must be folded to that size. Change effective beginning with 2004 applications: "Applications can only be bound by a staple or similar holder in the upper left hand corner. No 3-ring binders, or separate folder covers can be used. Be careful when including larger format pages that they are not double stapled and difficult to unfold."

**7. APPLICATIONS RETURNED ONLY UPON REQUEST** - Applications will not automatically be returned after the scoring process. Applicants may phone, write or email (ross.harrison@dnr.state.ia.us) the DNR after grant awards are announced and request their application be returned. Unsuccessful applications will not automatically be considered during subsequent grant funding cycles. The application must be updated and six new copies submitted by the respective deadline.

**8. SCORING CRITERIA HAS CHANGED, EFFECTIVE BEGINNING WITH 2004 GRANTS** – Note changes in the scoring criteria on page 6.

**9. AN EMAIL ADDRESS IS NOW REQUIRED FOR THE APPLICANT CONTACT**

IOWA DEPARTMENT OF NATURAL RESOURCES  
REAP GRANT APPLICATION

Page 1

Implements new administrative rules, effective 1-7-2004

1. GRANT PROGRAM Place a mark next to the appropriate grant program(s). Check all that apply.

- a. \_\_\_\_ Private/Public Open Space Acquisition      b. \_\_\_\_ County Conservation  
c. \_\_\_\_ City Parks and Open Spaces                      d. \_\_\_\_ Joint Application \*

\* NOTE: A joint project is defined as two or more entities having shared operation and maintenance responsibilities. If this is a joint application, only one entity must be designated as point of contact in Section 2.b. below. Clearly present in the application the respective shares of project costs from various REAP accounts (e.g. City Parks and Open Spaces Account and County Conservation Account). Attach cooperative agreements between joint applicants explaining responsibilities for project acquisition, development, operation, and maintenance.

2. a. APPLICANT(S): \_\_\_\_\_

b. CONTACT PERSON: \_\_\_\_\_

c. EMAIL ADDRESS: \_\_\_\_\_ MAIL ADDRESS \_\_\_\_\_

d. CITY & ZIP CODE: \_\_\_\_\_

e. TELEPHONE #: \_\_\_\_\_

3. a. PROJECT TITLE: \_\_\_\_\_

b. Is the project for this grant request a portion of a larger, overall project to be implemented over a multi-year period?

\_\_\_\_ NO      \_\_\_\_ YES If yes, write in the number of years and estimated overall project cost in the spaces provided below.

\_\_\_\_ \$ \_\_\_\_\_  
(# of years)                      (estimated overall cost)

**NOTE:** The information requested in this section is for the activities involved in this particular grant request only.

4. a. ESTIMATED PROJECT COSTS: Related to land acquisition: \$ \_\_\_\_\_

Related to development: \$ \_\_\_\_\_

Other types of costs: \$ \_\_\_\_\_ (List types) \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

b. AMOUNT OF GRANT REQUESTED : \_\_\_\_\_

c. AMOUNT OF LOCAL OR PRIVATE MATCH MONEY\*: \_\_\_\_\_

\*25% minimum match required for private/public open space acquisition program. No match is required for city and county projects.

d. PRIVATE MATCH IN FORM OF (check one):\*

\*Required for private/public open space acquisition program only.

\_\_\_\_ Cash      \_\_\_\_ Land Value      \_\_\_\_ Letter of Credit

e. SOURCE OF PRIVATE MATCH (list all): \_\_\_\_\_

\_\_\_\_\_

5. TYPE OF PROJECT:

a. \_\_\_\_ Land acquisition # of Acres \_\_\_\_\_\*

b. \_\_\_\_ Development

c. \_\_\_\_ Combination of land acquisition and development # of Acres \_\_\_\_\_\*

d. \_\_\_\_ Other (describe) \_\_\_\_\_

\*List number of acres to be acquired and complete Section 10.

## 6. PROJECT SUMMARY

Briefly describe project in 75 words or less in the space provided below. Do not include justification and support statements in this summary.

[illegible]

## 7. OWNERSHIP OF PROJECT SITE Development projects only

a. \_\_\_\_ Fee Title      b. \_\_\_\_ Lease Agreement\*      c. \_\_\_\_ Other (describe)\_\_\_\_\_

\* If leased, attach a copy of lease agreement

## 8. ESTIMATED PROJECT DATES

a. Start \_\_\_\_\_ b. Completion \_\_\_\_\_

9. ESTIMATED ANNUAL PROPERTY TAX REIMBURSEMENT AMOUNT: \_\_\_\_\_

Private/Public Open Space Acquisition Program Only



# 11. APPLICANT'S SIGNATURE

Upon signing in the space provided below, the applicant agrees to conform with the requirements in the following two paragraphs pertaining to ADA/Section 504 accessibility guidelines and civil rights assurance.

## Assurance of Compliance with Americans with Disabilities Act (ADA), Section 504

I, the undersigned, certify that the [City of \_\_\_\_\_] or [\_\_\_\_\_ County Conservation Board] has reviewed the ADA/Section 504 accessibility guidelines for persons with disabilities as required by the Iowa Department of Natural Resources. Requirements put forth in the guidelines will be complied with as applicable to our proposed Resource Enhancement and Protection (REAP) grant project. Additionally, any new facilities built or acquired by the [city or county conservation board] will comply with the guidelines where applicable.

## Civil Rights Assurance of Compliance

The [City of \_\_\_\_\_] or [\_\_\_\_\_ County Conservation Board] hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to the Iowa Department of Natural Resources to the end that no person in the United States shall on the grounds of race, color, national origin, age, or handicap be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives grant funds or other assistance from the Iowa Department of Natural Resources and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Title

# 12. CITY COUNCIL OR COUNTY CONSERVATION BOARD APPROVAL For City and County Projects Only

I, the undersigned, certify that the city council of \_\_\_\_\_ or the \_\_\_\_\_  
(city name) (county name)  
County Conservation Board has on \_\_\_\_\_ reviewed this proposed project and approved  
(date)  
its submittal for Resource Enhancement and Protection (REAP) grant consideration.

\_\_\_\_\_  
Signature: City Mayor or County Conservation Board Chairperson

\_\_\_\_\_  
Date

# 13. COUNTY RESOURCE ENHANCEMENT COMMITTEE REVIEW/COMMENTS - **This is now required for private/public open spaces acquisition projects, as well as city and county grant requests.**

I, the undersigned, verify that the \_\_\_\_\_ County Resource Enhancement Committee reviewed the proposed project for which this application is submitted. A summary of all comments made by the Committee has been provided on a separate sheet of paper to the applicant for attachment to this application. My signature and the date of signature are also on the separate sheet of comments.

\_\_\_\_\_ A mark on this line indicates that the project was reviewed, but the Committee did not make any comments for attachment to the application.

Signature: \_\_\_\_\_  
Chairperson, County Resource Enhancement Committee

\_\_\_\_\_  
Date

## 14. PROJECT NARRATIVE

The outline below must be followed exactly on separate sheets of paper to be attached to the previous 4 pages of this application. Make sure the bold numbers and headings are used in the order shown. The print that is not bold is guidelines to help organize your application. Do not retype these guidelines in your project narrative.

This section of the application will be used by the project review and selection committee for scoring purposes. Be thorough, but as concise as possible. It is important that you keep the scoring criteria in mind while organizing and preparing the project narrative. The criteria are listed at the end of this section.

### **I. PROJECT LOCATION**

Describe the location of the project relative to the county and nearest city. Include section, township, and range if rural; give specific street location if urban. Attach a project location map that highlights the project area and has sufficient detail to allow the area to be easily located by vehicle for on-site grant monitoring inspections.

### **II. PROJECT DESCRIPTION**

If acquisition, give acres and describe the resources and existing facilities/improvements on and adjacent to the property. Also describe its prospective use and management goals. If rare, unique, or high quality representative plant and animal species and communities occur on the site, provide a listing of them. If development, describe the facilities to be constructed, existing facilities in the project area, and the natural resources in the area. If this application is for the continuation of a project that previously received a REAP grant, provide a status report of the project elements that were previously funded. Explain relationships (both positive and negative) between the project and existing nearby local, state, and federal areas. Do not put project justification and benefit statements in this section --- save them for Section IV.

### **III. DEVELOPMENT PLAN, PROJECT BOUNDARY MAP, AND AERIAL PHOTOGRAPH**

Clearly differentiate between proposed and existing facilities. Also include and clearly differentiate any proposed future development that is not a part of this application. Neatly draw the plan to scale and include an orientation arrow. Include existing roads, streets, easements, railroads, water features, and any other developments on or immediately adjacent to the site. Identify land use types (residential, row crop, pasture, industrial, commercial, recreation/conservation, etc.). Clearly show the overall project boundary. For development projects, be sure to include dimensions of the facilities on the plans. For acquisition projects, identify the individual tracts by using the parcel numbers listed in the table in Section 10 on page 3. It is preferred that plans be on 8 1/2" by 11" paper. They can be on larger sized paper if necessary for legibility purposes, but fold to 8 1/2" by 11" before inserting into the application. A pocket page inserted in the proper place in the application is the most convenient manner to handle over-sized pages. Aerial photographs should be included and well-labeled for land acquisition projects. They may also be appropriate and useful for development projects.

### **IV. PROJECT BENEFITS, NEEDS, JUSTIFICATION, AND URGENCY**

Describe project justification and need. Make references to your 5-Year County REAP plan, Iowa Statewide Comprehensive Outdoor Recreation Plan (SCORP), Iowa Open Spaces Plan, and other plans that help direct conservation and recreation programs. Do not include entire plans in the application. Identify benefits to be derived from the project in terms of populations being served (users) and resource management/protection. For acquisition projects, provide a prediction of what will happen to the parcel(s) if not acquired. Explain any urgencies for development and/or acquisition action that may exist.

### **V. ENVIRONMENTAL, ECONOMIC, AND SOCIAL IMPACTS OF PROJECT**

Describe permanent and temporary environmental impacts of the proposed project and future related actions, if any are contemplated. "Impacts" are defined as direct or indirect changes in the existing environment, whether beneficial or adverse. This discussion should also include expected impacts caused by users, as well as impacts on economic, cultural, aesthetic, and social conditions. Particular attention must be given to any action that will affect flood plains, timber resources, terrain alterations, and wetlands.

### **VI. HISTORICAL, ARCHAEOLOGICAL, AND ARCHITECTURAL FEATURES/IMPACTS**

Describe any resources of historical nature on the project site, such as buildings, Indian burial mounds, historic trails, architectural features, and archaeological elements. Also, explain both negative and positive impacts on these resources that will be caused by the project.

## VII. PUBLIC NOTIFICATION AND PARTICIPATION

Explain the extent of public participation in the formulation of this proposed project. Describe the process and mechanisms used, and the findings. Do not include the actual public participation reports, board meeting minutes, and petitions in the application, but rather reference their existence and conclusions in this section. However, have them readily available for submittal upon request.

## VIII. CONSIDERATIONS GIVEN TO MINORITIES, ELDERLY, AND HANDICAPPED

Proposed projects, to the greatest extent practical, must be accessible to all segments of the general population, including minorities, the elderly, and the handicapped. Explain how this matter has been addressed in the formulation of this proposal. Be certain for development projects that all dimensions and designs meet handicap accessibility standards. If the applicant has an affirmative action plan/policy and an accessibility plan/policy, please note and be prepared to submit copies upon request.

## IX. AGREEMENTS AND EASEMENTS

Explain any reservations, easements, leases, mineral rights, water rights, etc. that were not or will not be acquired by the applicant. Describe how these will affect the proposed use and management of the site. Also use this section to explain contractual or joint agreements with other parties for operation and maintenance of the site and facilities. Enclose copies of any such agreements and other ownership conditions on the property.

## X. ITEMIZED COST ESTIMATE

List all items and their costs to be included in the acquisition and/or development of the proposed project. Include types of construction, dimensions, lengths, capacities, etc., whenever possible and applicable. Engineering and appraisal fees may also be included. The itemized cost listing will be the basis for determining what items are eligible for assistance when funds are distributed to applicants awarded a grant. Items not listed will not be eligible for assistance under this grant agreement.

## XI. PHOTOGRAPHS

If you wish to include photographs with your application, mount them on 8 1/2" by 11" paper or in a photo album sleeve. Be sure to clearly label the subject matter. It may also be useful to identify vantage points on your development plans and aerial photographs.

## XII. COUNTY RESOURCE ENHANCEMENT COMMITTEE COMMENTS

You, as the applicant, are responsible for presenting this proposed project to your County Resource Enhancement Committee before submitting the application to the DNR. Any comments from the Committee as a whole or from its individual members must be summarized and included in this application. The Chairperson of the Committee must verify that this coordination has taken place by completing Section 13 of this application and signing the summary of the comments to be included in this section of the project narrative. The applicant is responsible for obtaining the verification signatures and submitting the completed application to the DNR by the applicable deadline.

## XIII. PUBLIC COMMUNICATIONS REQUIRED

**A description of the public communications plan shall be included in every project submitted as a grant request, and if the grant is approved for funding, the plan must be carried out. See administrative rule: 571—33.22(455A) Public Communications**

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### THE FOLLOWING ARE THE PROJECT SELECTION CRITERIA AND THEIR WEIGHT FACTORS IN PARENTHESES. KEEP THESE IN MIND WHILE PREPARING YOUR APPLICATION.

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#### **Private\Public Open Space**

Level of significance (3)  
Resource representation (3)  
Level of threat (3)  
Relationship to existing public land(3)  
Rare or unique species or communities(2)  
Public benefits (2)  
Tourism and economic development potential (1)  
Geographic distribution(1)  
Multiple use potential(1)  
Available funds relative to project costs (1)  
Relationship to Open Spaces Plan, SCORP and other state, local, regional plans (3)  
Quality of public communications plan (1)

#### **County Conservation**

Public demand or need (2)  
Project uniqueness (2)  
Quality of site or project, or both (3)  
Urgency of proposed action (2)  
Multiple benefits to be provided (2)  
Relationship to Open Spaces Plan, SCORP and other state, local, regional plans (4)  
Economic benefits to local, regional, or state area (1)  
Geographic distribution (1)  
Quality of public communications plan (1)

#### **City Parks and Open Spaces**

Quality of site or project, or both (3)  
Direct recreation benefits (2)  
Local need (2)  
Number of people benefited (2)  
Relationship to Open Spaces Plan, SCORP and other state, local, regional plans (4)  
Environmental Benefits (2)  
Quality of public communications plan (1)